

**ROGUE COMMUNITY COLLEGE  
GENERAL INFORMATION AND  
ADMINISTRATIVE PROCEDURES**

**Procedure:** STANDARDS OF PROFESSIONAL BEHAVIOR FOR EMPLOYEES (AP-024)

**Contact:** Director of Human Resources and Risk Management, Ext. 7017

In accordance with Board policy, certain fundamental values characterize the institution in which we work, and guide us in the accomplishment of the College's mission. Those values include the dignity and worth of each individual, strong ethical principles, accountability, communication, teamwork, and cooperation. To carry out this policy, employees shall work with each other and with students, in a professional and respectful environment which reflects these values.

**RESPONSIBILITIES:** Employees are expected to treat each other, students, and all members of the campus community in a professional manner while conducting college business. Discourteous or offensive behavior directed toward staff, students or others will not be tolerated. Discourteous or offensive behavior also includes written or electronic communication, as well as group behavior, which have a negative impact on the workplace and/or on others. Examples of such behavior include, but are not limited to:

- Bullying, berating, or manipulating others
- Physical or verbal intimidation, such as shouting or angry outbursts directed toward others
- Derogatory verbal or physical behavior, such as name-calling
- Directing profanity toward others
- Behavior that has the effect of humiliating others
- Coercing others to participate in non-work-related activities or functions
- Other unprofessional or inappropriate behavior

**General Expectations:** Employees are required to conduct themselves in a manner that complies with these expectations as well as all college policies and procedures related to professional conduct, including but not limited to the drug-free campus and harassment prevention policies. Discourteous or offensive behavior that involves forms of unlawful discrimination in the form of harassment based on a protected status under state or federal law is covered under the College's discrimination and harassment policies and procedures.

**Bullying:** Workplace bullying is behavior that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients, or students. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create legal risks.

**Social Media:** RCC employees must be mindful of blurring their personal and professional lives when posting on social media sites. Employees' personal social networking accounts are outside the purview of these guidelines, constitute personal communication, and must remain personal in nature. This helps ensure a distinction between sharing personal and college views. Employees may identify themselves as an RCC faculty or staff member, but must be clear that they are sharing their views as a

member of the higher education community, not as a formal representative of RCC. Employees are prohibited from disclosing any confidential college related information on any social media sites.

The behavior of students is covered in the Code of Conduct section of the [Student Rights, Freedoms and Responsibilities Statement, Administrative Procedure](#).

**REPORTING:** Employees who believe they are being subjected to discourteous or offensive behavior are encouraged, when appropriate, to ask the person engaging in the behavior to stop. If an employee is uncomfortable doing so, or if the behavior continues, the employee should report the incident to his/her immediate supervisor. If the employee is not comfortable reporting the matter to his/her immediate supervisor, the employee should contact the supervisor's manager. Employees may also contact human resources or their union representative. Complaints of unlawful discrimination or harassment should be directed to the Human Resources Department.

Reports of unprofessional behavior will be taken seriously by supervisors and followed up on as promptly as is reasonably possible. Violation of these standards may be cause for disciplinary action, up to and including termination of employment. Disciplinary action will be determined on a case-by-case basis depending upon the severity of the behavior. Employees may also be subject to disciplinary action for making false complaints or allegations of discourteous or offensive behavior. Supervisory failure to address violations of this administrative procedure should be reported to the next level manager and/or the Human Resources Department for further follow-up.